## <u>QUESTIONS</u> <u>ANSWERS</u>

A		
AUTHORIZED EXERCISE EXPENSES: What if I need something not on the		
list?	It must be PRE-APPROVED by MSP-EMD Staff.	
AUTHORIZED EXERCISE EXPENSES: Where is this information found?	In your Grant Exercise Workshop Workbook & on the CD ROM.	
	Yes. If required on the form used. Otherwise, you will need to s	
	a copy of your institution's policy indicating that authorized signat	tures
AUTHORIZED SIGNATURES: Are they really necessary on my paperwork?	are not required for expenditures, please.	
С		
CAMERAS: Can we buy a camera to record our exercise?	No, but you can rent one to use during the exercise & return it.	

OAMENAO. Oan we buy a camera to record our exercise:	ino, but you can rent one to use during the exercise & return it.
	Yes. Please refer to your Grant Exercise Workshop Workbook & the
CHECK LIST: Is there some kind of checklist to help me in this grant process?	CD ROM.
	No. These are considered pieces of furniture, and furniture is not an
	allowable ODP exercise grant expense, no matter how it's used in an
	exercise. Any questions, PLEASE refer to your Authorized Exercise
	Cost List and the grant guidelines and information or call MSP-EMD
COMPUTER DESKS: Can we buy one to use for our exercise?	Laurie Raines at (517) 336-6355.
	NO. Items must be expendable, e.g., "not reusable," and cannot be
COMPUTERS or LCD's: Can we buy computers or LCD's with the ODP grant	equipment items. Please refer to the Authorized Exercise Cost List
exercise funds?	in your workshop workbook or on the CD ROM.
CONTRACTORS/CONSULTANTS: Do we need an actual bill or invoice for	Yes. We cannot process these without them and Purchase Orders
reimbursements on this?	or typed notes do not meet auditing requirements.
	Yes. But they must be reputable and produce a bill for exercise
CONTRACTORS: May we reimburse contractors/consultants for exercises?	services.
	If you're copies aren't clear, you'll need to submit a letter of
	explanation as to why they aren't (perhaps original receipt wasn't
	legible to begin with), and the supporting documentation indicating
	payment for that item to the outside agency, for example, a copy of
COPIES: What if my copies aren't clear?	the check sent to them for payment, please.
D	

No. These items can be kept for use after an exercise, and can be classified as a type of "furniture." Therefore they are not considered an exercise grant money, even if we use them for our exercise?

No. These items can be kept for use after an exercise, and can be classified as a type of "furniture." Therefore they are not considered an expendable exercise item. You may borrow or rent them, but not purchase them for reimbursement with ODP exercise funds.

## <u>QUESTIONS</u> <u>ANSWERS</u>

#### D (continued)

D (continued)	
DISHES: Are dishes, silverware and other serving items allowable exercise expenses?	No. These items can be kept for use after an exercise, and therefore are not considered an expendable exercise item. It's a good idea to check with caterers before your exercise to make sure you won't be charged for these types of items. Serving utensils are not authorized items.
DUE DATES: When is everything (all paperwork) due to MSP-EMD?	Please refer to your Grant Exercise Workshop Workbook, page two of your Grant Agreement or feel free to call Laurie Raines, Exercise Grant Coordinator at (517) 336-6355 or Bob Ballard, Exercise Training Officer at (517) 333-5035.
E	
EQUIPMENT RENTALS: What can we rent for exercise use?	Copiers, phones, faxes, cameras, etc. (Please refer to your Authorized Exercise Cost List, and direct any questions to Bob Ballard, Exercise Training Officer at (517) 333-5035 or Laurie Raines, Exercise Grant Coordinator at (517) 336-6355.)
EQUIPMENT: Can we buy equipment to use for our exercise?	No. No equipment is authorized for purchase in exercises, unless specifically listed on the Authorized Exercise Cost List. Please DO NOT purchase any equipment for reimbursement with exercise grant funds. You may rent some types of equipment, but cannot buy it. Please check with MSP-EMD if any questions on this before making any purchases.
EXERCISE QUESTIONS: Who do I call for exercise specific questions?	Bob Ballard, Exercise Officer MSP-EMD: (517) 333-5035
EXERCISE QUESTIONS: Can we email MSP-EMD for these?	Yes. Bob Ballard at ballardr@michigan.gov
EXERCISE REPORTING FORMS: Can I submit requests for reimbursement, without submitting a corresponding exercise form for each request for reimbursement?	No. Each request for reimbursement, must have a corresponding exercise report on file at MSP-EMD. No report = No reimbursement.
EXERCISE REPORTING FORMS: Do I need to turn in my Pre- & Post-	
Exercise reports?	Yes. They're due before any reimbursements can be made.
EXERCISE TIME PERIOD: Where can I find this information?	Please refer to your Grant Exercise Workshop Workbook and Page. 2 of the Grant Agreement.
EXPENDABLE ITEMS: What's this mean?	A "general rule of thumb" for exercise items is that they must be expendable, not kept or reused, unless specifically listed on the Authorized Exercise Cost List. CAUTION: Any questions, get preauthorization before purchasing from MSP-EMD, please.

# <u>QUESTIONS</u> <u>ANSWERS</u>

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E (Continued)	
	No. This is a piece of non-expendable "equipment." It cannot be purchased with ODP exercise grant money. You may borrow or rent
EXTENSION CORDS: Can we buy these with ODP exercise grant money?	these for use during an exercise.
F	
FAKE SMOKE: Can I buy some fake smoke & smoke machines to use during our exercise?	Fake smoke (expendable) is okay. Machine cannot be purchased. The machine can ONLY be rented for use during that exercise only.
FAX: Can I fax my request for reimbursement & other forms to MSP-EMD?	Copies may be faxed, if copies are permitted. The Grant Agreement requires an original on file at MSP-EMD. The other original forms are to be kept at the sub-grantee's offices in accordance with their standard auditing procedures (min. 3 years, per ODP). Copies are sent to MSP-EMD. Our FAX: (517) 333-4987. Any questions, please call Laurie Raines, (517) 336-6355.
FUNDING: Will I get more money than originally allocated?	No guarantees for any additional funding exist.
FURNITURE: Can we buy furniture we'll need for our exercise?	No. Furniture (like computer workstations), organizers, chairs, table, etc. may be rented, but not purchased under the exercise portion of the ODP grants.
G	
GENERAL INFORMATION on ODP GRANT QUESTIONS: Can we call or email MSP-EMD for these?	Yes. Mark Wesley is the general question person for ODP grants.  Mark's phone number is (517) 333-5023 and his email address is wesleym@michigan.gov
IDENTIFIERS: Badges, patches, hats, t-shirts, vests, coveralls, etc. are they okay to buy?	Yes, if used for the specific purpose of identification during the exercise. Please include an explanation of how identifiers were used if anything other than a vest or armband was used.
J	
JUSTIFICATION: Do we need to "explain" our expenses?	Yes, please. The ODP auditors are not first line responders. Any authorized item not specifically listed on the Authorized Cost list will require supporting documentation and a brief explanation of how that item(s) was used in the exercise. But, please remember, if it's not on the list and it hasn't been pre-authorized, please don't purchase that item unless pre-authorization has been received. Thanks.

# <u>QUESTIONS</u> <u>ANSWERS</u>

L

	No. May be purchased under equipment grant funds, if allowed.
LIGHTS FOR COMMAND POSTS: Are these an allowable exercise expense?	But, the are NOT reimbursable exercise grant items.
M	
MAPS/CHARTS/SIGNS: Are maps, charts or signs made up to use at the	Yes. Please refer to the Authorized Cost List for details, or call MSP-
exercise okay?	EMD if you have any further questions.
	VHS tapes, CD ROMS, cassette tapes and/or 3-1/2" diskettes or
	camera film ONLY are authorized items for this purpose. The
	equipment for recording the information is NOT an authorized
MEDIA STORAGE: For exercise information recording and retention, what's	exercise item. You may RENT the equipment for this, but you may
allowable?	NOT buy it.
	No. Because this money is refundable to you through the State of
MICHIGAN BOTTLE DEPOSITS: Are they reimbursable?	Michigan. Remember, funds cannot be supplanted.
MILEAGE REIMBURSEMENT: Can I submit personal mileage reimbursement	·
requests for exercise travel expenses?	Yes. If equal to or less than \$0.360 (State & Fed.) rate.
MISUSE OF FUNDS: What do we do if exercise grant funds are	
misappropriated or utilized for items other than those on the Authorized	Notify MSP-EMD or your District Coordinator immediately. This is a
Exercise Cost List?	sub-grantee responsibility and is part of the grant agreement.
MOULAGE/FIRST AID KITS: Can we use ours during exercise and replace 4	No. MUST buy exercise items before or at time of exercise to use in
months later?	exercise, not after the exercise has been completed.
N	
	Yes, and you are encouraged to do just that. But, there are NO
	guarantees for additional funding or reimbursements beyond the
Number of exercises: Can we do more than our minimum exercises for	initial grant exercise funding allocation. And, ALL reimbursable
reimbursement?	exercises must meet the grant criteria (time, type, etc.).
0	
	ODP has indicated they will definitely audit grants. Please be sure to
	review and make sure all of your forms are complete, all information
	and supporting documentation is needed with your signed request for
	reimbursement. Any questions, please call Laurie Raines at (517)
ODP AUDIT: Will auditors look at our paperwork?	336-6355. (Remember more information is better than not enough.)

# <u>QUESTIONS</u> <u>ANSWERS</u>

#### O (continued)

O (continued)	
ORIGINALS: Can we give MSP-EMD all of our originals for their files?	No. MSP-EMD will accept copies for reimbursements. However, the grant agreement must be an original. Each sub-grantee is responsible for maintaining all information related to the grant on file for a minimum of 3 years, per ODP.
ORIGINALS: Do we have to give MSP-EMD a signed original of the Grant Agreement?	Yes. You will also keep one copy & all other originals on file at your institution.
OVER-THE-COUNTER MEDS: Can we buy aspirin or other kinds of over-the-counter medications to use in an exercise?	No. Over-the-counter medications are not an expended authorized item for use during an exercise. There are some specific authorized FY02 SDPP medications listed under the EQUIPMENT section of the grant, but exercise funds cannot be used for these items.
OVERTIME: Can we cover government agency participant's time in exercises?	Documented overtime for government employees is reimbursable, but not supplanting. In other words, you cannot use grant funds to off-set any regular expenditures (regular time or previously scheduled overtime.). Grant guidelines must be followed here. You must also submit supporting documentation for the individual's regular pay, your departmental policy indicating "1-1/2 X's or 2 X's for overtime. pay," and time cards if available. A typed list or handwritten note for this information is NOT sufficient, per ODP reporting standards.
OVERTIME: Can we pay for non-government participant's time in exercises?	Only if billed to the county, not duplicating pay elsewhere. Again, please be sure to submit supporting documentation regarding standard pay, time card/sheet and agency policy regarding overtime pay.
P	
DOSTACE: Can we get reimburged for postage?	ONLY if it is an expense directly related to the planning and conduct of grant exercises. For example, for notifying participants of exercise information, it's allowable, but not for any other purpose (like training, regular deity business, etc.)
POSTAGE: Can we get reimbursed for postage?  POST-EXERCISE REPORTS: Can we get reimbursed for a Post-Exercise Report Session?	regular daily business, etc.).  Yes. But, it will need to be reported in the same way the other requests for reimbursement are reported, with all supporting documentation and must be within the grant reporting period and meet all exercise grant guidelines.

# <u>QUESTIONS</u> <u>ANSWERS</u>

## P (continued)

(Softmadd)	Must be during grant period and not more than 45 days prior to or
	any time after the day of the grant exercise. Please do NOT
	purchase items to replace those used in an exercise after an
	exercise, because we may not be able to reimburse for those. Items
PURCHASE TIME LIMIT: Is there any time limit on purchasing authorized	requested for reimbursement must be specifically authorized and
exercise items?	purchased for use in each corresponding grant exercise.
R	purchased for use in each corresponding grant exercise.
REFRESHMENTS: Can we get reimbursed for food or non-alcohol drinks	Vac but not in liqu of nanopomy aversion items
used during exercises?	Yes, but not in lieu of necessary exercise items.
REGULAR TIME: Can we reimburse government employees for their regular	N D I
time?	No. Dual compensation/supplanting is NOT permitted.
REIMBURSEMENT SPECIFIC QUESTIONS: Can we email MSP-EMD for	Yes. Laurie Raines, Exercise Grant Coordinator, at
these?	rainesll@michigan.gov
REIMBURSEMENT SPECIFIC QUESTIONS: Who do I call for exercise	Laurie Raines, Exercise Grant Coordinator, at MSP-EMD: (517) 336-
reimbursement questions?	6355.
	No. Each request for reimbursement requires proper supporting
	documentation. ODP will not accept Purchase Orders. Receipts,
	bills, checks, and other supporting documentation are required for all
	authorized exercise expenses, as well as a completed Exercise
	Request for Reimbursement Form. Again, if you have questions,
REIMBURSEMENTS: Can I just submit a typed summary of what we're owed?	please call MSP-EMD.
REPLENISHING SUPPLIES: Can we use exercise grant money to replenish	No. Only authorized exercise items used for grant-specific exercises
our supplies?	may be reimbursed.
REPORTING GUIDELINES: What kind of reporting guidelines do you use?	Federal Acquisition Regulations are used for grant reporting.
S	
SPACE RENTALS: Can we rent a public building to use for exercise?	Yes. Please refer to the Authorized Exercise Cost List.
	Items on the list that are "expendable or consumed" during
	exercises. Please do NOT purchase anything not on the Authorized
	Exercise Cost List, without obtaining MSP-EMD pre-approval.
SUPPLIES: In a "nut shell" what are the type of supplies (listed for	Otherwise, it may be yours, but we won't be able to reimburse you
reimbursement)?	under the grant guidelines for that item.
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# <u>QUESTIONS</u> <u>ANSWERS</u>

VIDEO TAPES: Can we buy pre-recorded tapes to use in our exercise?

Т	
	No. Training is not the same as an actual exercise. Only those
	authorized exercise costs directly related to the planning or conduct
	of the exercise are allowable. Please do not purchase training
	materials (tapes, books, etc.) for reimbursement under the exercise
	grants. Again, if it's not on the list, please contact MSP-EMD for pre-
TRAINING VIDEOS or TAPES: Can we get reimbursed for these?	authorization.
	No. We cannot request reimbursement for Training (separate from
	exercising). For example, Damage Assessment, Communication
	Techniques, etc. is not an exercise and therefore, is not reimbursable
	under the exercise portion of the grant. ONLY authorized cost list
	items used for the planning and conduct of grant exercises are
TRAINING: Can we get reimbursed for training leading up to the exercise?	reimbursable within ODP's guidelines.
The man man of the man man of the man man of the man of	Must be related to conductor planning of grant-specific exercises.
	And, you must have receipts, as well as Authorized Signatures, if
	your form requires these. In addition to this, allowable expenses
TRAVEL EXPENSE REIMBURSEMENTS: How does this work?	here, cannot exceed federal limits.
II	nere, cannot exceed rederal limits.
	You must get pre-approval for purchasing from MSP-EMD first. You
	may need to explain how they will be used in your exercise for
UNCOMMON ITEMS: If we need or use these, and they're not specifically	reimbursement. If they are not on the list, best not to buy them,
listed on the Authorized Cost List, what do I do?	without pre-approval, or you will not be reimbursed.
V	without pro approval, or you will not be reimbursed.
· [	No. Video tapes under the exercise category can be blank for
	recording the exercise only. They must be for the direct purpose of
	The second secon

conducting or recording the exercise, NOT training or pre-planning purposes. Remember...these are for recording your exercise. If you have any questions, please contact MSP-EMD before making any

purchases, please.

QUESTIONS	ANSWERS
w	
	Yes. The information on this form is vital for the Michigan State Department of Treasury in order to process your reimbursement check. The address on this form is where your reimbursement check will be sent. Please refer to your Sub-grantee Checklist in the workshop workbook or on the CD ROM for all required forms needed for reimbursement. Without the necessary forms, we are not able to
W-9 TAX FORMS: Do they have to be filed with MSP-EMD (the Grantor)?	process your request for reimbursement. Thank you.

Updated: 8-14-03

LR